NVMC NEWS

The Electronic Notice of Arrival/Departure (e-NOA/D) Is Now Available

The United States Coast Guard (USCG) in conjunction with Customs and Border Protection (CBP) now offers a vessel the avenue of submitting its Notice of Arrival (NOA) electronically, thereby fulfilling the USCG's arrival and departure notification and the CBP's Advance Passenger Information System (APIS) requirements. The electronic submission of the NOA can be accomplished by using one of the three methods available: the Electronic Notice of Arrival/Departure (e-NOA/D) World Wide Web (Web)-based application, the InfoPath-based e-NOA/D stand-alone application, or direct XML submission via web service. All of these methods of NOA reporting meet the USCG's reporting requirements, as outlined in 33 CFR 160, and the CBP's vessel reporting requirements, as outlined in 8 CFR Parts 217, 231, and 251, and 19 CFR Parts 4, 122, and 178.

Shore agents and vessel owners/operators should work cooperatively to prevent the submission of duplicate NOAs. Keep in mind, only an electronic submission of a NOA fulfils the CBP's APIS requirements.

The Web-Based e-NOA/D

This on-line method of reporting uses the Web as the basis for the NOA, and it automates the NOA process. The user must be connected to the Web at all times while using the Web-based NOA reporting system. Once the NOA is completed and submitted via the Web, it is automatically downloaded into both the USCG's and CBP's databases and processed by the National Vessel Movement Center (NVMC).

Once processed by the NVMC, the submitter will receive an e-mail message confirming receipt of the NOA, which will state either the NOA was completed correctly or information is missing pertaining to the USCG regulations. Additional features of this method are:

- A pending NOA can be updated and resubmitted
- If the NVMC receives an update to a pending NOA, the original NOA, already in the USCG's and CBP's databases, will automatically be updated to reflect the new information.
- A previously submitted NOA can be copied, any out-of-date fields can be corrected, and then the NOA can be submitted as a new NOA.
- A vessel can partially complete a NOA and save it to be completed and submitted in the future.

For detailed instructions on using this method of submission, please refer to the *Electronic Notice of Arrival/Departure (e-NOA/D) User Guide* or go to the NVMC's home page at www.nvmc.uscg.gov, and then click the **Downloads** link.

The Off-line e-NOA/D

This off-line method of reporting uses Microsoft's InfoPath application as the basis for the NOA. By having access to the InfoPath application onboard the vessel, the e-NOA/D template (the **eNOADInfoPath.msi** file) can be downloaded from the NVMC to the vessel's computer allowing the submitter to work on the NOA while off-line. Once the NOA has been completed off-line, there are two ways of submitting the NOA to the NVMC for processing:

- Method 1: While InfoPath is open and after the NOA has been completed, click the **Submit** button on the NOA itself. You <u>must</u> be connected to the web to use this option.
- Method 2: Save the NOA to a local drive on the computer, attach it to an e-mail message, and then send the e-mail message to the NVMC at SANS@nvmc.uscg.gov. The NVMC will then process NOA attachment on behalf of the submitter.

Once the InfoPath-based e-NOA/D reaches the NVMC, it is handled exactly as the Web-based e-NOA/D. For detailed instructions on using this method of submission, please refer to the *InfoPath e-NOA/D User Guide* or go to the NVMC's home page at www.nvmc.uscg.gov, and then click on the **Downloads** link.

The Preferred Method

The preferred method for all electronic submissions is the Web-based e-NOA/D. For those users who are not on-line and who send the InfoPath-based e-NOA/D as an e-mail message attachment, the NVMC must be able to send the original InfoPath attachment back to the submitter for updates for the voyage. If the submitter's Internet Service Provider (ISP) is not available to the NVMC, the original NOA cannot be returned to the originator. Please ask the ISP to allow attachments to e-mail messages from SANS@nvmc.uscg.gov.

Using the Applications—Step-by-Step

Web-based e-NOA/D	InfoPath-based e-NOA/D
Log onto **www.nvmc.uscg.gov** and Select the **Submit NOA Online** link. **The following steps apply to first-time users only:** 1. Click the **Create Account** link and set up a new user account. 2. Complete all the fields in the "Electronic Notice of Arrival/Departure (e-NOA/D) – Create Account" screen, and click the **Submit** button. An **E-mail Message** will be sent automatically by the system with a link that activates the new logon credentials. 3. Click the **Link** in the email to access the e-NOA/D application and the "Electronic Notice of Arrival/Departure (e-NOA/D) – Logon" web page will reappear. *NOTE: If no e-mail message appears, check to make sure a spam filter has not flagged the message as spam and placed it into a junk mail folder.* **The following steps apply to all users:** 1. Enter the user's **Logon Credentials**, and then click the **Logon** button. 2. Click the **ADD NOA/D** link. 3. Complete the NOA by entering all required information. 4. When all fields have been completed, click the **Submit** button and the e-NOA/D will return to the "Electronic Notice of Arrival/Departure (e-NOA/D) – List" page.	Please see the *InfoPath e-NOA/D Application – Getting Started* document found on the NVMC download page for complete information on installing the e-NOAD template in InfoPath. 1. Once Microsoft InfoPath has been installed on your computer, open InfoPath by clicking the **Start** button on the computer's toolbar, select **Programs** from the list that appears, then **Microsoft Office**, and finally **Microsoft Office InfoPath 2003**. 2. Double-click the **NOAD** icon. 3. Complete the **InfoPath NOA** by entering all required information. 4. To save the file (to submit the NOA as an e-mail message attachment), click **File** on the menu bar, and then click **Save As** to save the file to a local drive. 5. Attach that the NOA file created in Step 4 to an e-mail message that is addressed to the NVMC (SANS@nvmc.uscg.gov). 6. To submit the file on-line immediately (the computer must be connected to the Web), click the **Submit** button.
	XML Web-service Submissions
	The XML schema and business rules are available on the NVMC download page.

WARNING: Use of USCG-formatted NOA methods does not relieve the submitter of the responsibility to know the regulatory requirements pertaining to its vessel and to ensure submission of a complete and accurate Notice of Arrival or Notice of Departure as specified in the aforementioned regulations. Failure to comply with the regulations in a timely and accurately manner may result in enforcement actions, including civil penalties. The Coast Guard takes no responsibility for any damages resulting from the failure to comply with the pertinent NOA and APIS regulations.

Other Items:

- Many third party applications (based on the XML Schema found at www.nvmc.uscg.gov by clicking the **Downloads** link) are being developed and can be used to meet the reporting requirements. A user can build his/her own system based on the e-NOA/D XML schema to generate NOAs for electronic submission. Keep in mind that the responsibility for ensuring that a complete NOA is submitted to the NVMC remains with the vessel owner, operator, master, agent, or person in charge of the vessel.

- If an e-NOA/D user locks himself/herself out of the new application, the NVMC can unlock the account and issue a temporary password. Lock out will occur when a user has mistyped his/her password three times and fails to answer the two authentication questions correctly.

- The Web-based e-NOA/D or the InfoPath-based e-NOA/D are not able to receive consecutive port information. Therefore, a new arrival notice must be sent for each U.S. port or place the vessel intends to enter.

- When reporting an initial arrival using a previously submitted NOA, it is critical that the **Existing Arrival is Copied** to a new record, and then the new record is **modified** with the new arrival information. Copying and modifying the e-NOA/D creates a new, unique identification (ID) number for the new record and any conflict with the historic arrival is prevented.

- Submitters must pay particular attention to the **Voyage Type** field. Each voyage is a unique submission (for example, from Progreso, Mexico, to Houston, TX is a **Notice Type** of *Arrival*, a **Transaction Type** of *Initial*, and **a Voyage Type** of *Foreign to US*.) Updates to the current voyage can be submitted as previously described, but there are no provisions for adding consecutive ports. Once the ship has completed the Houston voyage, the NOA is no longer active and cannot be updated. All new voyages (for example, Houston, TX, to New Orleans, LA) for the same ship require a new NOA submission (in this case with a **Notice Type** of *Arrival*, a **Transaction Type** of *Initial* and a **Voyage Type** of *US to US*.)

- To avoid duplication of arrival information, please **DO NOT** submit a faxed or e-mailed version of the Excel workbook with either a Web-based e-NOA/D or an InfoPath e-NOA/D submission.

- Future revisions to the way InfoPath e-NOA/Ds are processed will not allow for emails with multiple attachments to be accepted. Therefore it is recommended that persons currently using InfoPath get into the habit of submitting each InfoPath e-NOA/D individually as single attachment.

CBP Contacts:

If there are any questions concerning the CBP Regulations (which require notification of crew/passenger information for **Foreign to US** arrivals and all **US to Foreign** departures), please contact Mr. Charles Perez at 202-344-2605. For technical questions concerning e-NOA/D submissions, please contact Mr. Eric Rodriguez at 281-230-4642 or Mr. Steven O'Neill at 281-230-4646.

NVMC Contact:

If there are any questions about any items in this newsletter or suggestions on topics to be included in upcoming issues, please contact MSTCS Dave McClintock at 304-264-2501.